

Retention and Classification Report

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AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 8436

3

TITLE: Benefit deduction check register

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

This is a listing of all warrants issued to different organizations which receive deductions withheld by the state. The state accumulates these deductions and makes lump sum payments to each respective organization. This information is referenced 3 times per week. The peak reference period is during the first year. One copy of one master is produced bi-monthly. This is part of the Payroll System. It includes organization number, check number, fund code, employer amount, employee amount, total amount, deduction and other earnings code, a type code, and the date of the register.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer output microfiche master: Retain in Office for 7 years and then destroy.

Paper: Retain in Office until no longer administratively valuable and then destroy.

Computer magnetic storage media: Retain in Tape Library for 30 days and then erase.

APPRAISAL:

Administrative Fiscal

This retention should be the same as the warrant registers which is seven years.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 8401

3

TITLE: Deduction requests files

DATES: 1982-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are request lists from agencies, individuals, and other entities authorizing the Division of Finance to deduct a certain amount from an employee's paycheck on a regular basis. The entries are made by state payroll and run with state payroll in the pay period indicated on the form. Information includes the employee's name, social security number, deduction amount, deduction code, and the name of the entity receiving payment.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer output microfiche duplicate: Retain in Archives for 7 years and then destroy.

Computer output microfiche master: Retain in Archives for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal

This retention is based on Federal General Accounting Office's Comprehensive Schedule 033-12b.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 8401

TITLE: Deduction requests files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 8402

3

TITLE: Direct deposit authorization files

DATES: 1984-

ARRANGEMENT: Chronological by pay period for paper files, numerical by employee identification number for computer files

ANNUAL ACCUMULATION: 0.70 cubic feet.

DESCRIPTION:

These are requests from employees for the direct depositing of their paychecks and disbursements to banks and/or lending institutions. They include employee's name, social security number, name of savings or checking institution, the savings or checking account number, and a copy of the employee's deposit slip or voided check which could possibly have the employee's home address.

RETENTION:

Retain 8 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months after scanned into IBM Content Manager and then destroy.

Computer magnetic storage media: Retain in Office for 8 years and then erase.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 8402

TITLE: Direct deposit authorization files

(continued)

APPRAISAL:

Administrative Fiscal

This retention is based on GAO's Comprehensive Schedule 033-12b.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(f) (2008)

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 17674

3

TITLE: Direct deposit cancellation requests

DATES: 1996-

ARRANGEMENT: Chronological by date received.

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records document the cancellation of direct deposits by employees. The original document is faxed to the clearing house ACH Department with account number, dollar amount, routing number, and institution name, as well as reason for incorrect deposit such as termination, LWOP, or incorrect pay amount. This request requires that the Clearing House contact the appropriate institution or to delete the dollar amount from the electronic funds tape sent to them before that amount is sent to the institution. If it reaches them first, then it is requested to be returned to the Clearing House for credit to the state's account and is reissued if necessary.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 17674

TITLE: Direct deposit cancellation requests

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency.

PRIMARY CLASSIFICATION:

Private

Name, Social Security Number, name of financial institution, and account number. UCA 63G-2-302(1)(f),(2)(b) 1996.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 17673

3

TITLE: Direct deposit request log

DATES: 1996-

ARRANGEMENT: Chronological by year, thereunder by internal sequence number.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are logs consisting of internal sequence numbers, warrant check numbers, and dollar amounts of checks reissued due to closed direct deposit accounts or invalid account or bank code information. Includes the original request for the check, ACH credit report, and a copy of the reissued check.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 17673

TITLE: Direct deposit request log

(continued)

PRIMARY CLASSIFICATION:

Private Address, name, signature, Social Security Number, and
account number. UCA 63G-2-302(1)(f),(2)(b) 1996.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 17671

3

TITLE: Direct deposit return/ACH information report

DATES: 1996-

ARRANGEMENT: Chronological by payroll run date

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are reports of deposits credited to the state's account due to invalid data or closed accounts. They also contain corrections to accounts and bank routing numbers.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 17671

TITLE: Direct deposit return/ACH information report

(continued)

PRIMARY CLASSIFICATION:

Private

Checking/savings account number, name, social security number. UCA 63G-2-302(1)(f),(2)(b) (2008)

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 82219

3

TITLE: Employee termination payment records

DATES: 1980-1999

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the histories of final payments made when a state employee is terminated. These documents are used for internal audit purposes. Information includes leave without pay, final balance of annual leave, sick leave, and notice of termination forms for permanent and most seasonal and temporary employees. State Payroll receives copies only and the original records are kept with personnel files or in the creating agency.

RETENTION:

Retain in office for 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal Legal

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 82219

TITLE: Employee termination payment records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office
SERIES: 17344
TITLE: Office of Recovery Services notice to withhold income for child support records
DATES: 1981-
ARRANGEMENT: None
ANNUAL ACCUMULATION:
DESCRIPTION:

These are records for deductions from a state employee's salary for child support owed by the employee. This is the manual system used by the Division of Finance, Payroll office, to track and account for money which is withheld.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after employee or authorization to withhold is terminated and then destroy.

APPRAISAL:

Administrative
This disposition is based on the administrative needs of the agency.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 17344

TITLE: Office of Recovery Services notice to withhold income for child support records

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(2)(b,d)

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 8398

3

TITLE: Pay advance contracts

DATES: 1985-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These are agreements and conditions between the state and state employees for an advance of money equal to their normal pay when the Division of Finance changed the payroll payment periods. This occurred in May of 1985. This record includes payee's name, social security number, date, payment amount, employee's authorizing signature, and conditions agreed upon.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after employee's termination and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 82186

3

TITLE: Payback advance file

DATES: 1984-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

When the state went on the Human Resource Management System (HRM) there was a need to change the pay schedule. Since there would be no pay for 3 weeks a pay advance was given to each employee who wanted it to be paid back at or before termination. These files are the forms for payback. They are kept in the file until payback is made then the information goes to the HRM system and a reconciliation report is made.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until payback has been made and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 25561

3

TITLE: Payroll approval records

DATES: 2003-

ARRANGEMENT: Alphabetical by agency

ANNUAL ACCUMULATION:

DESCRIPTION:

This series consists of records that are printed off from the new payroll system called the SAP Payroll System. They are used to check the accuracy of payments from the Payroll System and document the review and approval process for audit purposes. The records include the Payroll Review & Approval Documentation Cover Sheet which verifies that a manager, or supervisor has reviewed the Time Summary Report, the Time Edit Report, the Time Entered after Cutoff Report, and the Payroll Results Edit Report. These records also verify that the entries are correct based on the approved time sheets and verify that any changes were properly authorized.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 25561

TITLE: Payroll approval records

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 22344

3

TITLE: Payroll data processing service requests

DATES: 1995-

ARRANGEMENT: Numerical by service request number

ANNUAL ACCUMULATION:

DESCRIPTION:

This record series documents requests for changes to, or information from, the state payroll system received by data processing. The requests are for modification, repair, and maintenance of the system; as well as requests for payroll information. The requests are generated from within the office, from other state agencies and from outside public and private entities. Information includes name of person or entity making request, date, description of work or information requested, and response to the request.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 22344

TITLE: Payroll data processing service requests

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 24246

3

TITLE: Payroll reconciliation

DATES: 1995-

ARRANGEMENT: chronological by pay period

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

This series contains various reports compiled to maintain record of reconciled payroll. Additional information includes reconciliation worksheets between payroll, general ledger, and accounts payable along with supporting documentation. Description changed effective in March 2003.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 24246

TITLE: Payroll reconciliation

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 8404

3

TITLE: Payroll warrant request files

DATES: 1980-

ARRANGEMENT: Chronologically by pay period date

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the disbursement of payroll warrants. They include off cycle checks, workers compensation buy backs/pay backs, check cancellations, and miscellaneous payroll entries performed by central payroll. These files are separate from the computerized payroll system and are filed by pay period. They include payee's name, date, check number, deductions, and amount of payment.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

Previous decision: RDR 83-01: 1 year after audit/private.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 16587

3

TITLE: Public employee leave history file

DATES: 1985-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This is the transactional history of all leave usage, accrual, or leave earned. It is updated each pay period. It also records all adjustments made to the employee's leave balance. This file includes employee name, employee number, employee leave use, accrual, earned or adjusted leave hours, dates of leave, and type of leave.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

Administrative Fiscal Legal

This retention is based on the audit requirements set out by the Fair Labor Standards Act.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 16587

TITLE: Public employee leave history file

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 8451

3

TITLE: Retirement interface transactions

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This is the information sent to the Retirement office that updates their files on each employee's retirement history. It is created during each payroll period. This is part of the Payroll System. It includes employee's name, social security number, their retirement classification, the state contribution amounts, and the vested amount.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Tape Library for 4 months and then erase.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 82295

3

TITLE: Retroactive pay requests

DATES: 1980-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document requests for retroactive payments to state employees (such as when the legislature votes a pay increase to be made retroactively). File includes name, low organization number, social security number, effective date, number of regular hours and new hourly rate. These records are kept for audit purposes. The record of the actual retroactive payment is part of the master payroll files.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal
There is not another copy of these files.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 82295

TITLE: Retroactive pay requests

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 3633

3

TITLE: Savings bond deduction cards

DATES: i 1980-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are payroll deduction authorizations from state employees for the purchase of U.S. savings bonds. These documents include employee name, date, and amount deducted, the bond denomination, and co-owner/beneficiary information.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after bond cancellation or termination of employee and then destroy.

APPRAISAL:

Administrative Fiscal

This retention is based on the GAO's Comprehensive Schedule 033-12a.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 3633

TITLE: Savings bond deduction cards

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 17672

3

TITLE: Social Security change information

DATES: 1996-

ARRANGEMENT: Chronological by date last updated

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files consist of screen prints from HRE/SmartStream and SAP Master File which show an incorrect Social Security Number and the correct number. These files also contain photocopies of Social Security Cards to document the correct number.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 17672

TITLE: Social Security change information

(continued)

PRIMARY CLASSIFICATION:

Private

Name, Social Security Number, and salary information. UCA
63G-2-302(2)(b) 1996.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 18683

3

TITLE: Social security earnings report

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains a personnel report with the following information: date, department code, division code, employee number, name, amount earned, federal tax withheld, FICA, state withheld, and retirement withheld. Some of the reports have the columns labeled, while others do not.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/20/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Microfilm master: Retain in Archives for 3 years and then destroy.

Microfilm duplicate: Retain in Archives for 3 years and then destroy.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 18683

TITLE: Social security earnings report

(continued)

APPRAISAL:

Administrative Fiscal

These records have fiscal value as they document monies spent.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 82294

3

TITLE: Temporary employee pay files

DATES: 1980-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files include copies of W-2 forms, temporary payroll and tax and earnings report.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This retention is based on the Internal Revenue Service Code as quoted by IRS personnel.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 82294

TITLE: Temporary employee pay files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 82296

3

TITLE: Vehicle fringe benefit computation files

DATES: 1980-

ARRANGEMENT: Alphabetical by department

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files track the fringe benefits received by each employee in each agency for tax purposes. They include name, month or quarter and taxable earnings.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 21222

3

TITLE: W-2 duplicate request information files

DATES: 1996-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files contain copies of receipts, correspondence, request forms, and a log in book documenting the collection of a fee charged for the re-issue of duplicate W-2 forms for employees and former employees paid through the state payroll system. Forms include address correction, request for duplicate W-2, receipt for fee collected, request letter, log in disposition information, and requested W-2s that were not retrieved by the requestor. All money collected is given to the Division of Finance, Operations and Accounting Office for deposit with the Utah State Treasurer.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 21222

TITLE: W-2 duplicate request information files

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 8446

3

TITLE: W-2 federal tax reporting tape

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This is the state's report of all wages paid and taxes withheld for all personnel employed by state government. The source of this information is the year-end Payroll Master. This information is sent to the Social Security Administration in Baltimore. A copy of the information is sent to the Tax Commission in Utah. This is part of the Payroll System. This form includes the same information carried on the W-2 form.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Tape Library for 4 years and then erase.

APPRAISAL:

Administrative Fiscal

This retention is based on the GAO's Comprehensive Schedule 033-38 and 033-40.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 8445

3

TITLE: W-2 forms

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a computer generated document which is sent to all current and former employees that shows all wages and taxes paid. The source of the data is the year-end payroll master file. A temporary file is created from which the printout is made. This is part of the Payroll System. It includes employee's name, social security number, address, wages paid and taxes withheld (federal and state), and FICA wages and taxes withheld.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until mailed and then mail to employee.

Computer magnetic storage media: Retain in Tape Library for 60 days and then erase.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 82229

3

TITLE: W-2 returned forms and address change cards

DATES: 1975-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This file contains returned W-2 forms and address change cards for those who have asked that their W-2's be sent to a different address.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy provided new addresses have been recorded..

APPRAISAL:

Administrative Fiscal

This information was provided by the Internal Revenue Service helpline.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 3634

3

TITLE: W-4 tax forms

DATES: i 1980-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are records of withholding tax certificates completed by state employees which certify the withholding tax status of the employee. These forms include employee's name, signature and social security number, and the number of allowances.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 8.

AUTHORIZED: 02/04/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until scanned into IBM Content Manager database and then destroy.

Computer magnetic storage media: Retain in Office for 4 years and then erase.

Microfilm master: Retain in Archives for 4 years and then destroy.

AGENCY: Department of Administrative Services. Division of Finance. Payroll Office

SERIES: 3634

TITLE: W-4 tax forms

(continued)

APPRAISAL:

Administrative Fiscal Legal

This retention is based on the GAO's Comprehensive Schedule 033-36 and Title 42 of the United States Annotated Code.

PRIMARY CLASSIFICATION:

Private